



SUMMER YOUTH EMPLOYMENT PROGRAM

SUMMER HELP AT NO COST TO YOU

The Fresno County Workforce Investment Board (FCWIB) will receive 2009 American Recovery and Reinvestment Act (ARRA) funds to operate a Summer Youth Employment Program (SYEP), which is scheduled to begin May 1, 2009, and end on September 30, 2009.

Our goal is to provide 3,000 low income youth throughout Fresno County with meaningful, paid, work experience for up to six (6) weeks. Participants will be placed in a variety of entry-level positions in private business, nonprofits, and government organizations. Youth will work for 20 to 40 hours a week, at \$8.00 per hour (minimum wage), with their wages paid from the 2009 ARRA funds.

Eligible youth between the ages of 14 and 24 must meet federal low income guidelines and provide proof of employment eligibility. SYEP providers are encouraged to focus on those most in need. All Summer Youth participants undergo basic skills and career assessments. Before placement on a worksite, each participant must successfully complete a Work Readiness Workshop designed to teach soft skills, effective work habits and worksite behaviors such as attendance, punctuality, appearance, communication and team work skills.

Youth are enthusiastic about earning a paycheck and learning what it takes to succeed in the workforce, while developing skills and building a resume. As a SYEP worksite, you agree to:

- Clearly define expectations and consistently hold the youth to those standards;
- Assign challenging tasks to help youth develop skills and confidence; and
- Provide adequate supervision and frequent feedback to assure that tasks are completed correctly.

The SYEP provider, as Employer of Record, will pay all payroll expenses and provide workers compensation coverage.

We are looking for partners to offer work opportunities to our diverse youth population. If you are interested in hosting youth at your business/organization this summer, please return a completed **WORKSITE REQUEST FORM** to 490-7199 (Fax) or to aarambula@workforce-connection.com or nickd@workforce-connection.com. **WORKSITE REQUEST FORMS** may be completed online at <http://www.workforce-connection.com/youthServices/>.

FCWIB SUMMER YOUTH EMPLOYMENT PROGRAM WORKSITE REQUEST FORM

Business/Organization Name: _____

Address: _____

Name of Worksite and Physical Address of Worksite (if different): _____

Worksite Type: ☐ Private for Profit ☐ Non Profit ☐ Government Fed Tax ID#: _____

Contact person: _____ Title: _____

Phone: _____ Cell: _____ Email: _____

REQUEST FORM [Complete a separate Request for each position title]

Position title: _____

Number of youth requested: _____ Number of adult supervisors: _____

Supervisor: _____ Title: _____

Phone: _____ Cell: _____ Email: _____

Briefly describe the nature of the work the youth will be engaged in and job duties (or attach a job description):

Describe any specific requirements including age, qualifications, skills, drug or background tests, etc.:

Describe any requirements with respect to scheduling, i.e., shifts available: _____

Describe any special clothing and/or equipment youth need, i.e., uniforms, safety glasses or dress code: _____

List any equipment, tools, and machinery the youth will use: _____

Interview requested? ____ Yes ____ No Willing to take youth under 18? ____ Yes ____ No

For youth over 18, is a driver's license or automobile required? ____ Yes ____ No

Have you had recent layoffs with respect to this position or will regular employees be displaced by SYEP Youth? ____ Yes ____ No

INDUSTRY SECTOR: ☐ Health Care / Medical ☐ Manufacturing ☐ Logistics/Distribution ☐ Computer / Info Technology
☐ Automotive Technology ☐ Construction Trades ☐ Green Technology ☐ Community / Social Services
☐ Arts ☐ Recreation ☐ Other: _____